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			Part I - Preparation of Military Letters II - Preparing an Indorsement III - Preparing a Civilian-Type Letter IV " " an Intern Agency Memo etc. V " " a Memo For Record VI " " a DIA Staff Summary Sheet VII Miscellaneous Reports VIII Special Preparation and Handling Requirements IX Preparing a Message X Sample Formats XI Military Grades with Abbreviations XII Forms of Address XIII Listing of Commanders of Units + Specified Commands XIV Frequently Used Addresses + Zip codes Index	

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